



Utility Discount Program Application  
City of Anacortes  
Finance Department  
[www.cityofanacortes.org](http://www.cityofanacortes.org)

### Utility Discount Program Information & Eligibility Guidelines

**The Utility Discount Program (UDP)** helps you stay current on utility payments by offering a discount of 20% on your City of Anacortes Utility Bill (water, storm drain, sewer, refuse, recycling). This program is available for City of Anacortes Utility residential customer accounts with a 5/8"x3/4" water meter (unless the account is not billed for water service.)

#### Eligibility

To be eligible for UDP, applicants must meet the following:

- Your total household income in the monthly period prior to applying meets the income guidelines, below.
- You are the homeowner of the service address; or, if you are a renter, the property owner/manager has designated you to pay utility bill and your name appears as the primary name on the City of Anacortes utility bill
- You complete and provide all required documentation

Household Size	Gross Monthly Income	Gross Yearly Income
1	\$1,561.25	\$18,735
2	\$2,113.75	\$25,365
3	\$2,666.25	\$31,995
4	\$3,218.75	\$38,625
5	\$3,771.25	\$45,255
Add for each additional person	\$552.50	\$6,630

\*Note: Gross Income is based on 150% of the U.S. Federal Poverty Guidelines

If you meet the eligibility requirements above, fill out the UDP application, and return it by mail, fax, or e-mail, along with all supporting documents to:

Utility Discount Program  
City of Anacortes  
PO Box 410  
Anacortes WA 98221-0410  
Fax: (360) 293-1928

Email: [utilitybilling@cityofanacortes.org](mailto:utilitybilling@cityofanacortes.org)

Incomplete applications will not be processed and will be returned.



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## FREQUENTLY ASKED QUESTIONS

**UTILITY DISCOUNT PROGRAM: How long does it take to process my application?** The average time to process an application is 1-2 months. However, if your application has all the requested documents (photo ID, one month of payroll statements/stubs for all household members over 18, and rental agreement and rent receipt or mortgage statement/taxes), it will shorten the process time and will help expedite the approval process.

**UTILITY DISCOUNT PROGRAM: How will I know if I've been approved?** When you receive your City of Anacortes utility bill, the discount will be noted on the line items of your statement, as in this example:

Water - Discount 5/8" x 3/4" Residential  
Storm - Discount Storm Drain  
Sewer - Discount 5/8" x 3/4" Residential  
City Utility Tax - City Utility Tax  
Refuse - Discount 1 32-Gallon Can Residential  
Recycling - Discount Recycling  
State Refuse Tax - State Refuse Tax  
City Solid Waste Tax - City Solid Waste Utility Tax

**UTILITY DISCOUNT PROGRAM: What if I have a disconnect bill and I've been waiting for my application to be processed?** Any bills that are currently due are not eligible for the discount. If you are unable to pay your bill, outside agencies that may be able to assist you. If you receive a bill with a "disconnect notice," payment should be made in person at our office at 904 6th Street in the City Hall Municipal Building, second floor, before 10:00 AM on the due date given on your notice. Failure to do so may result in a \$75.00 service fee and disconnection of water service. **DO NOT** mail in payments or pay online through your bank as payment may not reach us in time to avoid disconnect. If you are unable to pay your bill, outside agencies that may be able to assist you.

**UTILITY DISCOUNT PROGRAM: How much is the discount and how long will I be on the program?** The discount is 20% for qualifying City of Anacortes utility bills. You must re-apply for the discount each year by **May 31** to continue to receive the discount.

**UTILITY DISCOUNT PROGRAM: Will the discount move with me if I move to another residence?** No. You will need to complete and submit a new application and supporting documentation each time your service address changes.

**UTILITY DISCOUNT PROGRAM: I have questions that aren't answered here.** If you need more information, please email: [utilitybilling@cityofanacortes.org](mailto:utilitybilling@cityofanacortes.org), or call (360) 293-1909. (If you get voice mail, please leave a message, including your name, account number or service address and telephone number). *If you need to speak with someone in person, or need help completing the application*, please call Utility Billing at (360) 293-1909 to set up an appointment. Our office is located in the City Hall Municipal Building, 904 6th St, Anacortes, Finance Department, second floor. Office hours are Monday through Friday from 8:00 AM – 5:00 PM, except for City holidays.



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**Please complete the application, provide copies of the documents listed below, and submit to our office. Fill in all boxes; if the question does not apply to you, write in "n/a." Incomplete applications will not be processed and will be returned.**

**Required Documentation:**

Government issued Identification for all persons 18 years and older; Please provide a copy of one of the items below for each adult in the household:

- State driver’s license
- State identification card
- Passport or Permanent Resident Card

**Housing Status**

- Renter: Current lease/rental agreement and current rent payment receipt – If your name does not appear on the utility bill, please have the Property Owner/Manager complete a Tenant Billing Form
- Homeowners: Mortgage statement or, if no mortgage statement, send property tax statement

Income documentation for ALL persons 18 years old and older living in your home. Please provide verification of GROSS income received in the current month and the three months prior to this application:

- Paycheck stubs/ Employer statement showing GROSS earnings
- DSHS award letters (TANF, GAU/GAX)
- Child support
- Social Security/SSI award letter/Survivor benefits
- Pensions/Annuity/IRA, Interest & Dividends
- Labor and Industry (L&I) statement
- Student financial aid and tuition statement
- Rental/investment property income: Provide a copy of lease/rental agreement.
- Self-employed: Provide the most recent full tax return & 3 months profit & loss statements
- Unemployment: Sign the “ESD Self Request for Records” form and include it with your application.
- Other income: \_\_\_\_\_

Customer and Account Information		
City of Anacortes Utility Account Number:		
Service Address:		
Name on City of Anacortes Utility Bill:		
Mailing Address (if not service address):		
Street	City	Zip
Daytime Phone:	Alternate Phone:	E-Mail:

Please complete the front and back of this form





Household Information				
Housing Status: <input type="checkbox"/> Own <input type="checkbox"/> Rent/Lease			Amount you pay for rent or mortgage: \$ _____	
First & Last Name	Birthdate	Relationship to You	Gross Monthly Income	Income Source (Employer name, Social Security, TANF, etc.)
		Myself	\$	
			\$	
			\$	
			\$	
			\$	

Total number of household members: \_\_\_\_ If more than five (5), list other household members on a separate page.

Source of income or benefits (please check all that apply):

- Wages       Unemployment       Child Support       Adoption Support       TANF  
 Pension/Annuity       IRA       VA       Rental income       GAU  
 Social Security/SSI       Other: \_\_\_\_\_

Signature	
<p>This application and supporting documentation are used to review eligibility for additional City benefits and will NOT be shared with U.S. Citizenship and Immigration Services (USCIS). I authorize the City to use these materials to enroll me in assistance programs for which I am eligible. I am aware that my information is subject to review and verification and that other documentation may be required. I grant permission to request or release information to, or from, other government agencies, or their delegated agents; this may result in receipt or denial of City benefits. Submitting this application does not guarantee eligibility or enrollment in any programs. I certify that the information I provided is accurate and complete and that I may be subject to criminal prosecution if I have knowingly given false or misleading information. I understand that if I receive assistance and have not truly disclosed all information I will be terminated from the program(s) and the City may recover the actual cost(s) for the periods I was not eligible. I will notify the City of Anacortes if my income or living situation changes.</p>	
Signature:	Date:

Send application and documentation to:  
 Utility Discount Program  
 City of Anacortes  
 PO Box 410, Anacortes WA 98221-0410  
 Fax: (360) 293-1928  
 Email: [utilitybilling@cityofanacortes.org](mailto:utilitybilling@cityofanacortes.org)